



Human Resources

DATE POSTED: **June 16, 2006**

REQ. # 06-162

**NOTICE OF JOB OPENING
ST. LUCIE COUNTY BOARD OF COUNTY COMMISSIONERS
EQUAL OPPORTUNITY EMPLOYER**

2300 Virginia Avenue Fort Pierce, Fl. 34982 - 5652

Telephone (772) 462-1546 Jobline (772) 462-1967

<http://co.st-lucie.fl.us>

This position must be posted for at least five (5) working days from **06-16-2006** TO **06-22-2006**,
but will remain open until filled.

DEPARTMENT/DIVISION
MANAGEMENT & BUDGET

POSITION AVAILABLE
BUDGET ANALYST

OF OPENINGS
1

STARTING SALARY
\$39,184.50 / YEAR

COMMENTS

VETERANS PREFERENCE
It is the policy of St. Lucie County to give preference to eligible veterans and spouses of veterans in appointment and retention in county employment positions in accordance with Chapter 295, Florida Statutes, and Chapter 22VP-1, Florida Administrative Code. Copies of Chapter 295 and Chapter 22VP-1 are available for review in the Human Resources Department.

JOB CODE: 725

PAY GRADE: 20

SALARY RANGE: \$39,184.50 - \$60,822.74

BUDGET ANALYST

MAJOR FUNCTION: This is entry level professional work in the development, review and implementation of public agency budgets.

KNOWLEDGE, ABILITIES AND SKILLS NEEDED TO PERFORM THE ESSENTIAL JOB FUNCTIONS OF THE POSITION:

Knowledge: Basic knowledge of public budgeting and finance; computer literate in a windows environment to include a working knowledge of basic spreadsheet and word processing programs.

Abilities: Ability to communicate and establish effective working relationships with co-workers, departmental staff and the general public, both verbally and in writing. Ability to work independently to solve problems and make sound decisions with the information at hand; ability to function effectively as a team member in developing and preparing quality finished products; ability to identify data sources, collect and analyze information and prepare informative reports; ability to learn and apply advanced data processing systems relevant to the analyses and presentation of budgetary materials.

ESSENTIAL JOB FUNCTION: Provides assistance to departments in the development and implementation of operating and capital budgets; reviews proposed budgets and makes recommendations on resource allocations; monitors approved budgets, identify required changes and initiates corrective action; prepares budget transfers, resolutions, and other administrative actions as required; analyzes budget and administrative issues and prepares reports and recommendations for action; assists in the development and/or review of grant applications and grant programs; compiles and maintains records and reports; assists in the preparation of budget documents; and performs related duties as required.

ESSENTIAL PHYSICAL SKILLS: Use of both hands and fingers with dexterity. Good vision and hearing with or without correction. Occasional walking and frequent standing. Ability to lift occasionally 30 pounds.

ENVIRONMENTAL CONDITION REQUIREMENTS: Constant work inside the office in a sedentary posture.

WORK HAZARDS: Possible vision dysfunction due to heavy computer work.

SAFETY EQUIPMENT USED OR NEEDED: None.

EDUCATION: Graduation from an accredited four-year college or university with major course work in business or public administration or related field.

EXPERIENCE: One year experience in public budgeting or finance administration or a related field or equivalent qualifications.

LICENSE, CERTIFICATION OR REGISTRATION: Florida Driver's license may be required.

Union	Non-Union ✓	Exempt ✓	Non-Exempt
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Revised 08/2005